

**TOWN OF ROWE - BOARD OF ASSESSORS**  
**Meeting Minutes - Thursday, June 24, 2021 – 1:00pm**  
**Rowe Town Hall – Assessors' Meeting Room**

---

**This meeting was held at the Rowe Town Hall. Zoom audio/video conference was made available to the public.**

**Present:** Chair Rick Williams, Assessors Herb Butzke, Ellen Miller and Assessor's Administrative Assistant Christine Bailey.

- 1. Call to Order:** Meeting was called to order by Chair Williams at 1:11pm. Rick discussed the Town Clerk's email regarding updates to the Open Meeting Law. Based on cancellation of the COVID state of emergency executive order by the governor and recent legislative changes (Ch 20 of Acts of 2021), all future board meetings must now be either held in public in person, held via remote participation (Zoom) or a hybrid version thereof. For the hybrid version, the public and a minority of the board may attend remotely but a majority of the board including the chair must be in attendance in person.
- 2. Minutes:**
  - Minutes of May 27 (Reg) meeting: A motion to approve was made, seconded and passed unanimously.
  - Minute's outstanding: Jun 30, 2020 (Reg & ES), Jul 21, 2020 (Reg), Aug 27, 2020 (Reg & ES), Sept 16, 2020 (Reg), Sep 22, 2020 (Reg), and Sep 29, 2020 (Reg).
- 3. Administrative Assistant:**
  - Chris' performance review is due June 30, 2021. Rick stated that Chris satisfactorily completed the DLS Course 101 class and has made great progress at learning the function of the job and organizing the office. Rick felt that her job performance has been excellent and Ellen and Herb concurred with this assessment. A motion was made, seconded and passed unanimously to reappoint Chris as the Administrative Assistance and to adjust her wage rate from \$21.00 to \$22.00 an hour.
- 4. FY21 Budget/Payables:**
  - Invoices from Baker Office Supply for office supplies in the amounts of \$97.72 and \$332.91 were reviewed. A motion to approve was made, seconded and passed unanimously.
  - Rick discussed Town Accountant Dave Fierro's email stating all FY21 year-end invoices need to be dated no later than 6/30/2021 and submitted by 7/8/2021. Rick noted the BOA Operations account does not carry over and currently has a remaining balance of \$815.30. Chris discussed some of the supplies needed for the office. Ellen also suggested two window fans and a cork board for the BOA office/meeting room. All supplies discussed were approved for purchase and will be ordered ASAP. A BOA meeting will be held on 7/7/2021 so that any remaining invoices can be approved and submitted before the deadline.
  - Rick will check with Dave to confirm the following FY21 budget line items are carried over to FY22:
    - ATB Consulting/Legal Support (03-141-5901-03166)
    - Quint Reval – RES/CIP (03-141-5902-03178)
    - Quint Reval – YAEC (03-141-5902-03179)

FY21 Acct	Acct #	7-1-20 Approp	Curr Bal (6-10-21)	Payroll/Payables	Amount	New Bal
BOA Stipends	01-141- 5100-00000	\$5,354	\$1,338.47			
Asst Assessor Wages	01-141- 5102-00000	\$12,000	8529.90			
BOA Operations	01-141- 5701-00000	\$9,600	\$1,245.93	Baker Office Supply – office supply invoices (\$97.72 & \$332.91)	\$430.63	\$815.30
ATB Consulting/ Legal Support	03-141- 5901-03166	\$50,000	\$12,347.82			
Quint Reval – RES/CIP	03-141- 5902-03178	\$1,600	\$4,800			
Quint Reval - YAEC	03-141- 5902-03179	\$2,000	\$6,000			
Ann Updates - Hydro Valuations	03-141- 5902-03180	\$14,000	\$0			
Ann Updates - T&D/ROW Values	03-141- 5902-03181	\$5,000	\$0			
Assessors Overlay	01-1-230- 217, 218, 219, 220	\$313,110	\$313,110	FY21 Recap	\$203,554	\$507,958.90

**5. MVExcise Warrants, Abatements, etc:**

- a. **Abatements:** The Board reviewed the following MVE abatements. Motion to approve made, seconded and passed unanimously for all abatements. Chair Rick abstained from his abatement.

FY	Type	Owner	Cert #	Bill #	Vehicle	Reason	Amount
2021	MVE	Williams, Rick	21-01-MV	430	VW	Vehicle sold	\$33.05
2021	MVE	Crowningshield, Jeanette	21-02-MV	478	Buick	Vehicle traded	\$281.63
2021	MVE	Humbert, Dennis	N/A	484	1946 Trailer	Voided - RMV error	\$5.00**

\*\*\*The RMV was contacted and they have corrected their duplication error re the Dennis Humbert registration. RMV said BOA should void the erroneous bill. An abatement form was submitted and approved by the BOA and filed with the Tax Collector to correct the discrepancy/void the bill.

- b. **The June monthly list of abatements** totaling \$319.68 was reviewed. Motion to approve made, seconded and passed unanimously.
- c. In processing recent MVE voids/recommitments, it was discovered that RMV has implemented a new software system called ATLAS. Rick has contacted the RMV to request information regarding access to the new system for the Tax Collector and the BOA.

**6. FCCIP Building Permits - May 2021:** The following building permits were reviewed. Applicable property cards have been updated.

Owner	Permit #	Address	Map/Lot	Project	Value
Clancy, Robert	R-21-0403	12 County Road	203-038	Solar – Ground mounted	\$42,250
Miller, Clayton	R-21-0380	160 Hazelton	404-028	32x34 Garage	\$30,000
Pallotta, Daniel	R-21-0404	43 Potter Road	403-011	Remodel Kitchen/siding	\$40,000
Coastline Property Renovations/Hillier	R-21-0343	32 Davenport Branch Road	408-039	Interior demolition	\$7,000
Reisman, Alexandra	R-21-0309	112 Ford Hill Road	202-061	Solar – Roof mounted	\$22,400

**7. New Deeds, Plans, etc. – May 2021:** Reviewed the following deed and associated survey plan received from the Registry. It was noted that there is a disputed property line involving abutting parcel Map 404 Lot 28. CAI Tech (mappers) was contacted to review the deed and associated survey plan and has stated that the professional survey dictates the boundaries for tax map purposes. The revised acreage for Map



202 Lot 37 is 29.92 ac and the revised acreage for Map 404 Lot 28 is 39 ac. The affected property cards and tax maps will be updated accordingly.

- **Deed Bk 7773 Pg 69** - Ruth Loomis to Sarah & Matthew Stine, Hazelton Rd, Map 202 Lot 37, Sale Price \$82,000, Assessed Value \$28,400, Arms-Length sale
- **Plan Bk 148 Pg 70** involving Map 202 Lot 37

**8. RC&CC tax exempt status:** Nothing new to report

**9. FY21 ATB Appeals**

- Received notice on 6-23-2021 regarding three ATB appeal cases filed by National Grid (NEPCO/MECO) for Rowe for FY21.

**10. FY22**

- Reviewed the Farmland Valuation Advisory Committee (FVAC) recommended values for Chapter 61 land. Average value per acre west of the Connecticut River is \$116. Applicable Chapter 61 property cards will be updated accordingly.
- Reviewed DOR State-Owned-Land (SOL) values for Rowe which are reimbursed on the Cherry Sheet. It was noted that the SOL valuation for 387ac had increased from \$721,600 to \$1,018,100 over last year following Dept of Fish & Game acquisition of the 92.9 ac Hicks parcel (Map 408 Lot 33).
- Reviewed DOR Centrally Valued Telephone Values for Rowe for Verizon (\$611,100) and MCI (\$163,100). The BOA had previously received a letter from law firm representing MCI stating that they had sold their equipment in Rowe and that their personal property account (#235) should be closed. Based on the DOR report Rick contacted the MCI law firm and was told that the previous letter had been sent by mistake and to disregard.
- Discussed the Gateway submittal deadline of 6/30/2021 for Omitted and Revised Assessment Report and Amended Tax Base Levy Growth Report (LA-13A). We have no omitted or revised assessments to report for FY21. Rick will submit forms on Gateway.
- Duane Adams (Mayflower Valuations) will be in town on 6/30/2021 to conduct the Annual Permit Inspections. Rick and Chris have identified about 20 properties to visit and prepared a package of materials for Duane. Rick plans to go along with Duane for the inspections.
- Rick has done a preliminary review and intends to discuss the Annual Sales Analysis with Duane when he is in the office.
- Chris recently mailed out three Sales Verification Questionnaires. Only one has been returned from Sarah & Matthew Stine regarding recent sale of Map 202 Lot 37.

**11. Correspondence:**

- The Town Clerk recently reminded us that we need complete Conflict of Interest/Open Mtg Law training every two yrs. The training materials are accessed from the Town Clerk page on Town website.
- Per notice from the Town Administrative Assistant, all employees must fill out a COVID Vaccine Declaration Form. Chris and all three Assessors filled out, signed and submitted the required forms.

**12. Any Other Business:**

- Rick has contacted CAI Tech (mappers) regarding a Tax Map Index discrepancy he discovered involving parcels sold by Michael Kovalchuk to Philip and Lynne Shulda. Michael sold all his parcels (205-007, 205-008, 205-010, 205-011, 407-001, 410-008) to the Shulda's back in 2011 and although applicable property cards were correctly updated at the time, it appears the tax map index never was.

**13. Next Meeting:** Wednesday, July 7, 2021 at 3:00pm.

**14. Adjournment:** Unanimous vote to adjourn the meeting at 3:15pm.

Respectfully submitted,  
Christine Bailey

Approved:

FW Williams 7-7-21  
Frederick N. Williams, Chair Date

Ellen B. Miller

Herbert G. Butzke